

Minutes of the Finance Committee

Wednesday, January 7, 2004

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl (Chair), Bonnie Morris, Joe Marchese, Genia Bruce, and Jim Behrend. Joe Griffin arrived at 8:49 a.m. and Don Broesch arrived at 8:58 a.m.

Also Present: Legislative Policy Advisor Mark Mader, Senior Financial Analyst Mike Baniel, Emergency Government Coordinator Jim Malueg, Business Manager Betsy Crosswaite, Budget Specialist Linda Witkowski, Purchasing Manager Susan Connelly, Principal Financial Projects Analyst Bob Ries, Collections & Business Services Manager Sean Sander, and County Board Supervisor Rodell Singert.

Approve Minutes of December 8 and 10, 2003

MOTION: Marchese moved, second by Bruce to approve the minutes of December 8. Motion carried 5-0.

MOTION: Morris moved, second by Marchese to approve the minutes of December 10. Morris asked that an amendment be made to the minutes. Motion carried 5-0 as amended.

Griffin arrived at 8:49 a.m.

Executive Committee Report

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Approved an ordinance to change the County Code regarding the Sheriff's Department. They are currently allowed to give citations for certain misdemeanors and now they're adding theft to that list. This was requested by the District Attorney to avoid court actions.
- Discussed the Community Development Block Grant federal audit which began as a citizen complaint. Basically, the findings were simply procedural or minor in nature. Corrections are being made to accommodate the findings.
- Approved the various appointments that were included in the last yellow packet.

Broesch arrived at 8:58 a.m.

- An ordinance will be forthcoming to make Waukesha County the centralized agency for our County Communications Center. This will allow us to pursue grant dollars.

Schedule Next Meeting Dates

January 21.

Fund Transfer 2003-0-1: Emergency Management – Transfer Funds from Operating Expenses to Interdepartmental Charges

Malueg discussed the fund transfer as outlined which involved transferring \$7,800 to pay the Radio Services Division for their preparation of an interoperability needs and assessment study and plan which will be used to address any deficiencies in the current operations.

MOTION: Broesch moved, second by Griffin to approve fund transfer 2003-0-1, Emergency Management. Motion carried 7-0.

Ordinance 158-O-120: Appropriate Revenues and Expenditures to the Highway Fund 2003 Budget

Crosswaite discussed the ordinance which involved increasing General Governmental Revenues by \$120,000 and appropriating \$120,000 of Operating Expenses to provide for increased materials expenditures associated with State Highway Maintenance costs. Crosswaite said the State went over on certain material expenses, particularly in the areas of vegetation and weed control, asphalt and concrete repair, resurfacing, etc.

MOTION: Broesch moved, second by Griffin to approve ordinance 158-O-120. Motion carried 7-0.

Annual Report on Disposal of Fixed Assets

Connelly distributed copies of her report entitled "Disposal Report: December 2002 – December 2003." Connelly said they did a lot of reallocation this year: transferring items from one department to another; and they did some major house cleaning in the Administration Center basement.

Total revenues from the disposal of fixed assets during this time period was \$3,478.50. Cost avoidance totaled \$550, and expenses totaled \$25. Cost avoidance refers to what it would have cost the County to dispose of certain items as opposed to having someone take them off our hands.

MOTION: Behrend moved, second by Bruce to accept the report. Motion carried 7-0.

3rd Quarter Status Report on Investments

Ries indicated that overall returns in the third quarter fell from what we saw in the second quarter: .84% to .69%. This is partly due to a reduction in gains from the sale of securities totaling about \$240,000 where we went from a \$228,000 gain in the second quarter to a \$14,000 loss in the third quarter. Ries said we were able to offset some of that by a one-time accounting adjustment of about \$115,000: \$83,500 in the Dana Portfolio and \$31,500 in the Galliard Portfolio. This was due to a software upgrade used to track our investments.

Ries discussed his report as outlined which included information investment yield, investment revenue, average daily balances, comparison of cost to market values, County investment portfolio by investment advisor and investment type; and total County investment income, balances, and average investment rate.

3rd Quarter Status Report on Collections

Sander distributed a revised report entitled "Collections Division Delinquent Collection / Referral Analysis: 2003 Nine Month Report Revised." Total nine-month collections increased 11.8% from 2002 and 50.6% from 2001. Total collections were \$1,987,902 for the first nine months of 2003 (versus \$1,778,889 for this same time period in 2002). The total to be retained by the County is \$1,443,372. Tax intercept collections totaled \$805,022 through 9/30/03 versus \$655,961 through 9/30/02. New revenue sources identified and/or implemented by Collections

since its inception generated \$757,237 of additional revenues for the County in the first nine months of 2003. No new programs were initiated in 2003.

Fund Transfer 2003-38-1: Veterans' Services – Transfer Funds from Operating Expenses to Interdepartmental Charges

Haukohl said she didn't request a staff appearance to discuss this fund transfer because of the minor amount involved.

MOTION: Behrend moved, second by Morris to approve fund transfer 2003-38-1, Veterans' Services. Motion carried 7-0.

Review Finance Committee Future Agenda Items

Marchese asked for a report on the distribution and specific use of Waukesha County citizens' tax contributions to the Brewer's baseball stadium. The committee briefly reviewed and revised their future agenda items list. Due to time constraints associated with the 11:15 a.m. joint meeting, the committee will continue with this agenda item at their next meeting.

MOTION:

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin
Secretary